

15 AUG 1968

Mr. James M. Mitchell  
Director, Advanced Study Program  
The Brookings Institution  
1775 Massachusetts Avenue, N.W.  
Washington, D.C. 20036

Dear Jim:

The Central Intelligence Agency is pleased to nominate the following senior officials to participate in the Conferences for Federal Executives on Business Operations during fiscal year 1969:

13 - 18 October 1968

8 - 13 December 1968

2 - 7 February 1969

13 - 18 April 1969

18 - 23 May 1969

25X1A

Pertinent background information on our nominees is given on the enclosed nomination forms, and we shall be happy to provide any additional details you may desire. May we request that you omit our nominees' titles from any correspondence that is addressed to them.

Sincerely,

/s/  
John Richardson  
John Richardson  
Director of Training

**Enclosures**

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25X1A

The Brookings Institution



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*Advanced Study Program*

June 26, 1968

25X1A

[REDACTED]  
Registrar, Office of Training  
Central Intelligence Agency  
Washington, D. C. 20505

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Dear Mr. [REDACTED]

Today I have sent to Federal agency and department heads a letter inviting nominations for the series of Conferences for Federal Executives on Business Operations, in fiscal year 1969. The following paragraphs are exactly as contained in that letter.

Each conference is designed to give senior Federal career officials a keener insight into the philosophies, operations, and problems of major U. S. corporations. They have been very well received by the government participants and by the corporate executives who have helped make possible this first-hand exposure to business activity. We are pleased, therefore, to announce that Brookings will conduct five of these conferences during the fiscal year 1969.

The purpose of these conferences is to provide an educational experience which will sharpen the sensitivity of participants to the ways in which major corporations operate at the executive level, and the responsibilities and motivations of top managers. Also touched on are business-government relationships and the role of business in our national life. Emphasis is on fostering an exchange of views between executives from business and from government. The principal method employed is informal seminars and discussions with top corporate executives. To date, three hundred Federal officials from fifty departments and agencies have taken part in these conferences.

Following the pattern of these conferences during the past year, each program will be one week in length, from Sunday evening to Friday afternoon. Each conference will be held in one or two major corporate headquarters cities. As in prior years, you are invited to nominate senior officials, in Grade GS-16 or higher for civilian officials or of flag rank if military officers.

The dates and locations of the Conferences for Federal Executives on Business Operations are:

October 13-18, 1968	Chicago
December 8-13, 1968	New York City
February 2-7, 1969	Dallas and Houston (divided week)
April 13-18, 1969	New York City
May 18-23, 1969	San Francisco and Seattle (divided week)

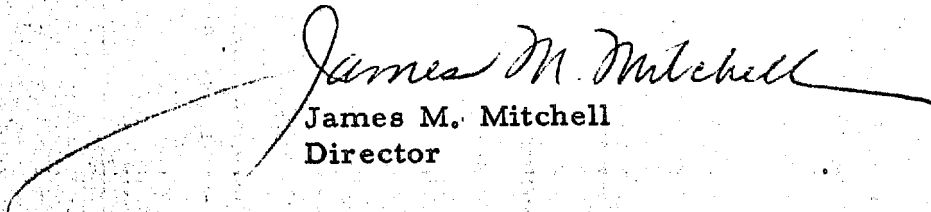
The fee for each conference will be \$350 per participant. Departments and agencies will pay transportation costs to and from conference cities, and per diem of participants. Fees charged do not meet the entire costs of the conferences, and the Brookings Institution will continue to provide any necessary subsidy for these programs.

We cordially invite you to nominate one or two officials to participate in each of these conferences. (In exceptional circumstances, a third participant may be selected from large organizations or from different geographical locations.) Nominations should be made in writing, using the enclosed forms, to me. Additional information and extra copies of nomination forms may be obtained from Mr. John A. Larson, Senior Staff Member in the Advanced Study Program.

Enclosed for your information, in addition to the nomination forms, are a descriptive sheet containing sample program information and a copy of an article from Business Week on the first of these conferences.

We look forward to receiving your nominations. It is requested that all nominations be submitted by August 15, 1968, so that selections may be made in an orderly fashion.

Sincerely yours,

  
James M. Mitchell  
Director

Enclosures